

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Division of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☐ EXISTING POSITION

Part I - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Dept. for Children and Families		9. Position No. K0133847	10. Budget Program Number		Agency Number
2. Employee Name (leave blank if position vacant) Julie Janzing		11. Present Class Title (if existing position) Program Consultant I			
3. Division Wichita Regional Office		12. Proposed Class Title			
4. Section Performance Improvement	For Use By Personnel Office	13. Allocation		Position Number	
5. Unit PPS-Dixon		14. Effective Date			
6. Location (address where employee works) City Wichita County Sedgwick		15. By	Approved		
7. (circle appropriate time) Full time X Perm. X Inter. Part time Temp. %	16. Audit Date: By: Date: By:				
8. Regular hours of work: (circle appropriate time) FROM: 8:00 AM/PM To: 4:30 AM/PM	17. Audit Date: By: Date: By:				

PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.

This position is responsible for monitoring and evaluating the operation of the Wichita Regional Prevention & Protection (PPS) division in the implementation of policies, laws and service delivery regarding cases assigned and not assigned for investigation/assessment by PPS staff. This position also reviews Out of Home cases with another peer in the unit. This position also responds to requests from adoptive families for renegotiation of adoption subsidies and prepares new agreements based on renegotiated amounts.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

Name

Title

Position Number

Jill Dixon

PSE I

K0162685

Who evaluates the work of an incumbent in this position?

Name

Title

Position Number

Jill Dixon

PSE I

K0162685

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

A)This position works independently with minimal assistance from the unit manager. B) PPS Central Office provides the instructions, methods and guidelines for the reviews regarding sample selection, case review methodology and reporting procedures. PPS Central Office provides Kansas and federal program policy information through the PPS manual and supporting documents. C) Assignments are made by PPS CO in the sample selection; by the regional PPS Program Administrator, Performance Improvement (PI) Director in the request for information regarding best practices and performance trends; and by the PI Director and supervisor in the assignment of additional duties as related to area office request or need.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties:)

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action) ; **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Works in a harmonious and cooperative fashion with other staff to provide efficient and effective customer services. Uses free time as available to assist other staff in the completion of work assignments and performs other tasks as assigned by the Unit Manager. Contributes to a positive work environment through a positive, helpful, courteous demeanor towards staff, customers and the general public. Adheres to appropriate standards of conduct regarding the use of leave, reports to work on time and in the designated fashion.

The incumbent of this position has access to protected health information (PHI) under the provisions of the Health Information Portability Act of 1996 (HIPAA) Privacy Rule. PHI must be treated in accordance with the provisions of the HIPAA Privacy Regulation including the requirements for safeguarding, releasing and recording the release of such information. The incumbent has been trained in the provision of the HIPAA Privacy Regulations as they relate to the duties of this position and has signed a confidentiality agreement.

This position will participate on Integrated Service Teams (IST) which may include team meetings, working collaboratively to find solutions to customer problems and completing work assignments in a timely manner. This position uses program expertise and involves other team members in exploring options; works toward the goal of the team and needs(s) of the customer as paramount; ensures relationships among team members are constructive and demonstrate mutual support, respect, trust, openness and values diversity; utilize a Family Centered approach in exploring positive outcomes.

Number Each Task and Indicate Percent of Time	
1. 45% E	Evaluates Wichita Regional Office staff compliance with state and federal program policies, regulations, and laws related to Prevention and Protection (PPS) program delivery through case readings. Conducts case reads for Investigation & Assessment cases, which are randomly selected by PPS central office staff, to ensure compliance with state and federal program policies, regulations and laws. Completes case read protocols and provides copies of protocols to DCF staff per request. Provides feedback to DCF staff regarding case read results and provides input regarding needed improvements.
2. 30% E	Evaluates PPS FC Contractor staff compliance with state and federal program policies, regulations and laws related to PPS program deliver through case readings. Conducts case reads for Foster Care out of home cases, which are randomly selected by PPS central office staff, to ensure compliance with contract requirements and DCF policies and procedures. Completes case read protocols and provides copies of protocols to provider staff. Provides feedback to the provider and DCF staff regarding case read results and provides input regarding needed improvements.
3. 15% E	Responds to requests from adoptive families for renegotiation of adoption assistance and prepares new agreements based on the renegotiated amounts.
4. 10% E	Provides assistance to PPS Program Administrator or Unit Manager on special assignments. Attends meetings and trainings as needed.

22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.

- () Lead worker assigns, trains, schedules, oversees, or reviews work of others.
() Plans, staffs, evaluates, and directs work of employees of a work unit.
() Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Title

Position Number

23. Which statement best describes the results of error in action or decision of this employee?

- () Minimal property damage, minor injury, minor disruption of the flow of work.
() Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
(X) Major program failure, major property loss, or serious injury or incapacitation.
() Loss of life, disruption of operations of a major agency.

Please give examples.

Failure to perform duties properly could result in potential loss of Federal funds and/or wasteful expenditure of tax dollars.

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

This position requires contacts with PPS Contractor agencies, DCF social workers/liaisons and PPS central office staff.

25. What hazards, risks or discomforts exist on the job or in the work environment?

The work environment involves minimal hazards, risks or discomforts.

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used.

Personal computer, telephone --- daily.

General office equipment, calculator, state/personal car ---- occasionally.

PART III - To be completed by the department head or personnel office

27. List in the spaces below the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment

in this position.

Education - General

Bachelor's Degree in Social Work and two years of social work experience: assisting individuals and families with social and economic issues.

Education or Training - Special or professional

License, certificates and registrations

A Social Work License is required due to the adoption assistance renegotiation work per PPM.

Special knowledge, skills and abilities

Experience - Length in years and kind

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Signature of Employee

Date

Signature of Personnel Official

Date

Approved:

Signature of Supervisor

Date

Signature of Agency Head or
Appointing Authority

Date